

Community Supervision Standards Kansas Department of Corrections- Division of Juvenile Services State of Kansas	CHAPTER: STAFF	STANDARD NO. CSS-02-104
	SUBJECT: ORIENTATION FOR EMPLOYEES	PAGE: 1 of 1
REFERENCES: JS-0121		DATE ADOPTED: 2-3-2015 DATE REVIEWED: 2-3-2015

STANDARD: Written policy, procedure and practice shall provide that orientation for all staff and volunteers be completed prior to any independent job assignment(s). Orientation for employees shall be documented on form JS-0121, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form JS-0121 shall be filed in the employee's personnel file upon completion. Orientation topics shall include, but not be limited to:

- Overview of Child Welfare and Juvenile Justice systems and processes
- The statutes and regulations pertaining to Juvenile Offender and Child In Need of Care (CINC) Code
- IT Security Awareness
- Community Agency Supervision Information Management System (CASIMS)
- Review of personnel and Community Supervision Agency policies and procedures
- Community Supervision Agency Facility Onsite Youth Contact Guidelines
- Courtroom protocol
- Confidentiality of juvenile records
- Staff work place, field safety and security issues
- Recognition, signs and symptoms of child abuse
- Recognition, signs and symptoms of suicide
- Conflict resolution
- Universal precautions
- Mandated reporting
- Sexual harassment
- Opportunity for job shadowing
- Knowledge of available community resources
- Evidence-based approaches

DISCUSSION: If the employee has had training in the above orientation areas prior to employment, the employee should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employees personnel file.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.